

EVENT WORKER (740A16)
(Auditorium Marketing Specialist)
\$6.50 - \$25.00 Hourly
Temporary/Part-Time

Open Continuously

THE POSITION

This is specialized work performed at The War Memorial Auditorium (WMA). Work involves the marketing of events held at the facility. The WMA host 200 + event days a year, which include trade shows, theatrical performances, concerts sporting events, conferences and special events. Hours are flexible and duties may vary depending on the type of event.

Supervision is limited once the duties and the procedures are learned.

Additional duties may include minimal responsibilities regarding supervision of entry level employees.

EXAMPLES OF WORK PERFORMED

Employees in this class may perform any of the following or related duties:

- Writes and disseminates news releases and other informational materials to newspapers, television, radio and other communications media.
- Supports Auditorium Manager with event operations related to the event calendar, event promotion, appropriate placement of event signage, group sales and sponsorship proposal communications.
- Designs and prepares event flyers for distribution.
- Serves as a contact for event information and responds to email inquiries.
- Performs related work as required.

THE REQUIREMENTS

Have some experience related to the work assigned. Must have working knowledge of Microsoft Office programs (Outlook, Word, Excel, PowerPoint, etc.)

HOW TO APPLY

Submit applications to:

*City of Fort Lauderdale
Department of Human Resources
100 North Andrews Avenue, 3rd Floor
Fort Lauderdale, FL 33301
Monday - Friday 7:45 A.M. - 4:00 P.M.*

APPLICATIONS WILL BE REVIEWED AND THE HIRING AUTHORITY WILL CONTACT THOSE APPLICANTS WHOSE APPLICATION REFLECTS THE BEST MATCH OF EXPERIENCE FOR THE POSITION.